



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Energy Resources Office of Planning & Budget Room 615 270 Washington Street Atlanta, Georgia 30334	Application Number 80-297	
Application Number		Date Received JUN 20 1980	Date Completed JUL 2 1980
2. Person to Contact Robin Meyer		Working Title Planner	Telephone Number 656-5176
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 77-499 & Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1976 Present	5. Records Series Title (followed by title used in office; if different) Office of Energy Resources' Program Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To plan and coordinate the implementation of a comprehensive energy management program for Georgia. This includes such activities as: identifying energy resource issues; developing and analyzing policies and programs; and recommending appropriate positions and actions to the Director of OPB, the Governor, and the General Assembly. To identify, obtain and implement Federal energy-related programs; to assist in coordinating state, regional and local energy activities in order to insure consistency with Georgia's energy goals. To collect, compile and analyze energy data, and to prepare and disseminate energy-related information to all consumers.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: planning, administering and evaluating the programs operated by the Office Included are: contracts, financial statements, audit reports, laws, regulations, reports of activities, work products (manuals, workshop schedules, energy survey reports, publications), reports of other states' programs, correspondence, program and project descriptions, and related materials. File is arranged: Alphabetically by program name, thereunder alphabetically by subject and then chronologically.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 100 ; Seven to twelve months old 50 ; Thirteen to twenty-four months old 5 ; twenty-five months and older 0 ?			
9. Annual Rate of Accumulation of Records Letter-size drawers 5 ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------------|
| a. State Law | _____ years. | d. Audit period | _____ 2* _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ 5** _____ years. |

*OER has a 2 year audit cycle (OMB A-102; Att.P.) **OMB A-102; Att.C.requires 3 year retention after the audit.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Active programs' files are used daily by program manager to handle general administrative functions.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 3 _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Mark Zwick</i>	6/1/80		

State Records Committee (Signature)		Date
State Auditor/Designee	<i>James A. Smith</i>	7-1-80
Secretary of State/Designee	<i>Carroll Harts</i>	6/30/80
Attorney General/Designee	<i>Althea</i>	7/2/80

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)